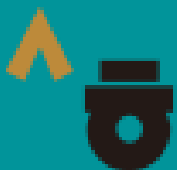Korean Language Program

Student Handbook

King Sejong Institute Foundation

KOREAN CENTER, INC

Korean Language Program Student Handbook
Winter 2024
Korean Center, Inc. (KCI)

<u>Address</u>
1362 Post Street
San Francisco, CA 94109

<u>Website</u>
www.koreancentersf.org

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Introduction

Welcome to the Korean Language Program (KLP) of Korean Center, Inc. (KCI)!

This Student Handbook is intended to provide you with basic information about services as well as policies and procedures related to your rights, responsibilities, and conduct as a student and a member of the Korean Language Program. You are responsible for knowing the information included in this handbook. If you have questions or concerns, always feel free to contact us at klp@koreancentersf.org.

We hope you will find this handbook useful to supporting your learning, enhancing your student experience, and contributing to your long-term personal development.

KCI reserves the right to amend the Student Handbook at any time and for any reason. The regulation for the Student Handbook follows the guidelines presented by the King Sejong Institute (KSI) Foundation.

Winter 2024 Semester Calendar

13-Week Courses (Intro to Korean)

Fall Registration Starts	11/01/2023
Early-bird Discount Deadline	11/07/2023
Registration Deadline	01/17/2024 (12pm)
*Last Day to Drop with 100% Refund	01/17/2024 (12pm)
*Last Day to Drop with 50% Refund	Within 24 hours after the first session ends
New Student Orientation	01/24/2024 (5pm)
Textbook Curbside Pick Up	Not Available
Instruction Begins	Week of 01/29/2024
Academic Holiday	N/A
Final Examinations	Week of 04/26/2024

*Refer to our refund policy on page 11

Rev.10/30/2023

Winter 2024 Semester Calendar

15-Week Courses (Beginning to Advanced)

Fall Registration Starts	11/01/2023
Early-bird Discount Deadline	11/07/2023
Registration Deadline	12/22/2023 (12pm)
*Last Day to Drop with 100% Refund	12/22/2023(12pm)
*Last Day to Drop with 50% Refund	Within 24 hours after the first session ends
New Student Orientation	01/10/2024 (5pm)
Textbook Curbside Pick Up	Not Available
Instruction Begins	Week of 01/15/2024
Academic Holiday	N/A
Final Examinations	Week of 04/26/2024

*Refer to our refund policy on page 11

Winter 2024

Course Availability

Course	Day	Time	Instructor
Intro to Korean	Monday	5:30pm-7:20pm	Eunhye Kim
Intro to Korean	Tuesday	5:30pm-7:20pm	Eunhye Kim
Intro to Korean	Tuesday	7:30pm-9:20pm	Eunhye Kim
Intro to Korean	Wednesday	5:30pm-7:20pm	Eunhye Kim
Intro to Korean	Wednesday	7:30pm-9:20pm	Eunhye Kim
Beginning 1	Monday	6:30pm-9:20pm	Hyunju Kim
Beginning 1 (Morning)	Tuesday	9:30am-12:20pm	Hyunju Kim
Beginning 1	Tuesday	5:30pm-8:20pm	Heyeun Kang
Beginning 1	Wednesday	6:30pm~9:20pm	Heyeun Kang
Beginning 1 (In-person)	Thursday	6:30pm-9:20pm	Heyeun Kang
Beginning 1	Friday	6:30pm-9:20pm	Heyeun Kang
Beginning 2	Monday	6:30pm-9:20pm	Stella Lee
Beginning 2	Tuesday	5:30pm-8:20pm	Hyunjeong Kim
Beginning 2	Wednesday	6:30pm-9:20pm	Hyunjeong Kim
Beginning 2 (In-person)	Thursday	6:30pm-9:20pm	Hyunjeong Kim
Beginning 2	Friday	6:30pm-9:20pm	Stella Lee
Beginning 3	Wednesday	6:30pm-9:20pm	Heesook Kim
Beginning 3	Thursday	6:30pm-9:20pm	Heesook Kim
Beginning 4	Monday	4:30pm-7:20pm	Heesook Kim
Beginning 4	Tuesday	6:30pm-9:20pm	Heesook Kim
Intermediate 1	Monday	6:30pm-9:20pm	Jungah Wee
Intermediate 1	Wednesday	6:30pm-9:20pm	Jungah Wee
Intermediate 2	Tuesday	6:30pm-9:20pm	Jungah Wee
Intermediate 4	Wednesday	6:30pm-9:20pm	Ayoung Baek
Intensive Speaking 2	Tuesday	6:30pm-9:20pm	Ayoung Baek
Advanced 1	Wednesday	6:30pm-9:20pm	Stella Lee
Advanced 2	Thursday	6:30pm-9:20pm	Stella Lee

Course Registration

Registration Process

KSI course registration begins 1 - 2 months before the start of the new semester, and registration is made with the following procedure for the application acceptance period:

Placement test	→	Submit registration form	→	Receive payment link	→	Make payment	→	**Receive Confirmation Email**

- Registration Received Email with instructions on how to complete enrollment will be sent to provided student's email upon the submission of the registration form. Students are responsible to contact klp@koreancentersf.org if the email has not reached their inbox (or spam box) within 1 business day.
- Registration is completed when the registration application form is submitted **AND** the tuition payment is fully made.
- The welcome email will be sent out a week before the class starts. **Please be sure to check your spam folder for the email.** It will contain general information about the class that students registered for (Zoom link, class starting dates, policies, etc.). It is the student's responsibility to check the class starting date. If you did not find the welcome email from us, please contact to us klp@koreancentersf.org.
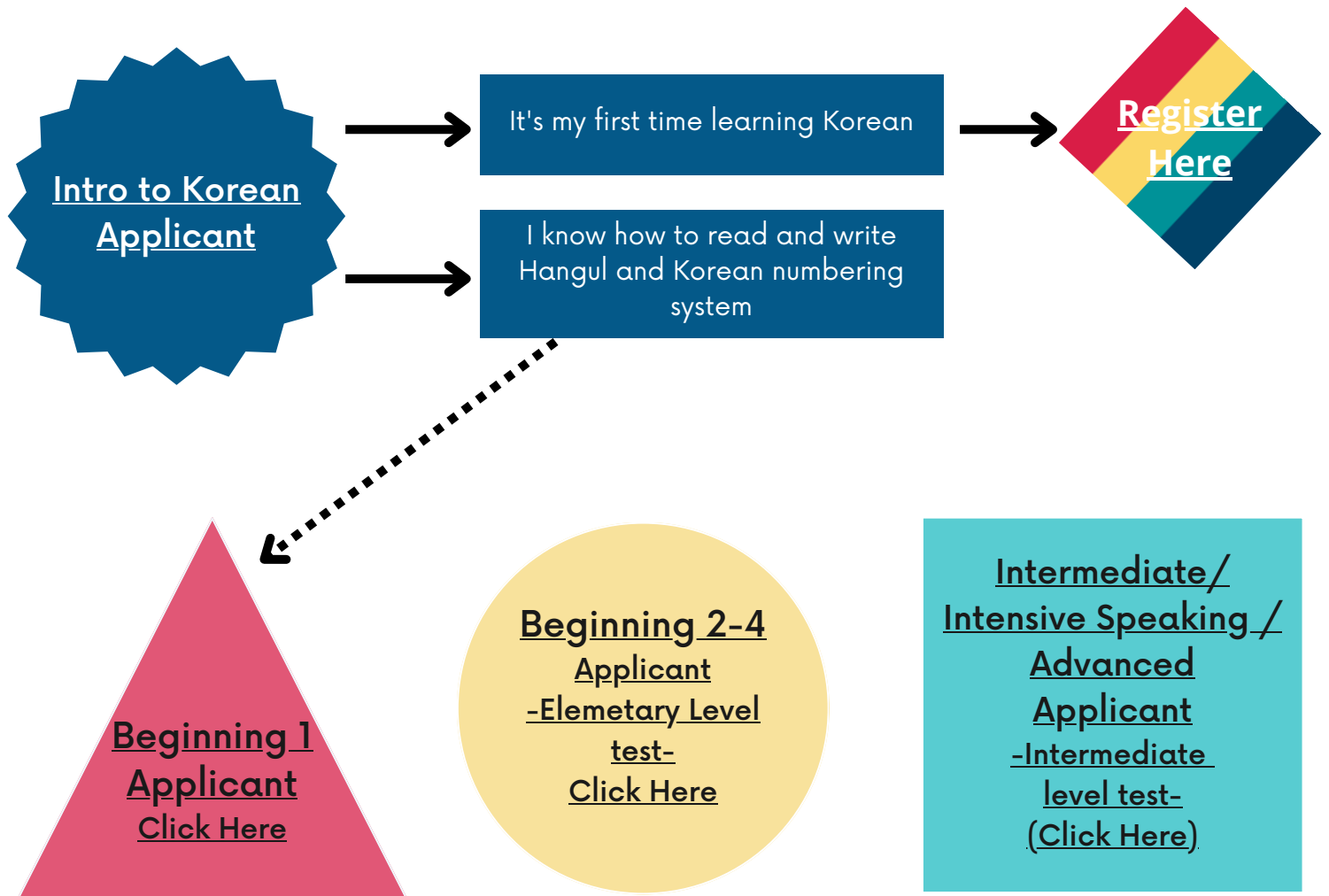
Course Registration

Placement Test

Students must take a placement test if applying as:

- New students—except for those who register for Intro to the Korean Language
- Returning students who have missed more than 1 semester

Intro to Korean Applicant → It's my first time learning Korean → **Register Here**

Intro to Korean Applicant → I know how to read and write Hangul and Korean numbering system

Beginning 1 Applicant Click Here

Beginning 2-4 Applicant -Elemetary Level test- Click Here

Intermediate/ Intensive Speaking / Advanced Applicant -Intermediate level test- (Click Here)

Send the result to KLP@koreancentersf.org

Additional testing and/or interview may be requested to better assess the level

Course Registration

Tuition & Other Fees

The policies for tuition and other fees are as follows:

- **One-time Registration Fee for new students is $50 (<u>NON-REFUNDABLE</u>)**
- Tuition for a 13-week course is **$415**
- Tuition for a 15-week course is **$445**
- Materials and textbooks are **NOT included** and must be purchased separately.

Available Discounts

KCI provides several discounts related to KLP enrollment:

Early-Bird Discount

- An Early-Bird Discount of S20 discount is available for those who register early.
- The deadline is posted on the KCI website & the student handbook at the start of every registration period.
- Early Bird Deadline for Winter 2024 November 7th, 2023

Perfect Attendance Award

- Tuition is waived for students with perfect attendance for 3 consecutive semesters.
- Tuition fee waiver is applicable only for the semester following 3 consecutive semesters of perfect attendance

Retaking Course

- For students who retake a course, 50% discount on regular tuition shall be applied.

Family Members of KCI Employees or Board Members

- For any family members of KCI employees or board members, 30% of regular tuition shall be discounted.

Class Change

Course Transfer

When transferring to a different level course, the request should be made **within 24 hours after the first session ends**, and students should get permission from the Program Coordinator and the instructor. Course transfer can only be made among 15-week courses.

Class Date/Time Change

If students know ahead of time that they will not be able to attend a class on a certain date and want to change class times for that week, please let your instructor know within the first week of the semester and arrange any necessary class changes in advance.

Make-up Session

Students can request the Instructor for a 1:1 paid make-up session (S35/hr) to make up before the absence. Cancellation must be made 48 hours in advance if you want a refund.

- Please note that make up sessions are arranged according the teacher's availability. Even if a request is made before the absence, a makeup session may not always be available.
- It is recommended to have at least 2 hours (S70) of make-up sessions to make up for a 3 hour class.
- Make up session is acknowledged as attendance, but it will not go towards the perfect attendance award.

Refund Policy

Program adjustments and withdrawals may affect a student's account. Courses dropped during registration period will have 100% of the tuition charges canceled. The one-time Registration Fee for new students is NON-REFUNDABLE.

Refunds can only be made after students complete the refund form. The refund form must be signed within 5 days after receiving it.

Courses dropped after the registration period (that result in a lower tuition charge) are subject to the refund schedules. Please see the table below for more details.

For 13-week Courses (Intro to Korean)

DROP TIME	REFUND PERCENTAGE
Before registration ends **01/17/2024 (12pm)**	100% (-S15 processing fee)
Within 24 hours after 1st session ends	50%

For 15-week Courses (Beginning 1 - Advanced 2)

DROP TIME	REFUND PERCENTAGE
Before registration ends **12/22/2023 (12pm)**	100% (-S15 processing fee)
Within 24 hours after 1st session ends	50%

Tuition is non-refundable after the deadline to drop with the 50% refund.

Attendance

Attendance is acknowledged if a student stays for more than 50% of the class.

Break Schedule

Classes are scheduled for 50 minute increments with a 10 minute break in between, typically ending around 7:20pm (Intro to Korean)/9:20pm. Teachers will stay until 7:30 (Intro to Korean)/9:30pm for students who have any questions. Please note however, break schedules can vary according to teachers.

Office Hours

Office hours are available on Fridays from 10am - 3pm. Students can visit our center during office hours to get help in-person. Our Program Administrator, Lucia Park, will be at the office during this time to help with any concerns that come up. If you have any questions regarding KLP, always feel free to contact our Program Administrator.

Contact Information:

Program Administrator: Lucia Park

Email: Luciapark@koreancentersf.org

Phone Number: (707) 563-1267

Office Address: 1362 Post St, San Francisco

Course Completion

The policies for course completion follow the guidelines presented by the King Sejong Institute Foundation.

The Student Service Specialist is responsible for managing students' records on registration, grade, and attendance and will consider the grade and attendance when students register for the next level.

Student Grades

Students' grades are decided based on attendance, the final exam score, and other factors. Students' participation and homework can be reflected in the final grade.

Instructors are responsible for recording the attendance of students and should report the records to the Student Service Specialist on time.

Instructors are responsible for recording students' grades on KSI's grade form and should report the grades to the Student Service Specialist.

Course Completion

Enrollment in the Next Level

Students can register for the next level when previous courses are fully completed. The minimum requirement to complete a course is **70% of class attendance** and **60% in the final exam.**

Anti-Discrimination Policy

Korean Center, Inc. values and celebrates a diverse population and is committed to creating and maintaining an educational and working environment that is free from discrimination and harassment. KCI will respond to all allegations of discrimination based on race, color, creed, religion, national or ethnic origin, gender or gender identity, sexual orientation, age, physical or mental disability, veteran status, marital status or any other legally protected characteristics. When KCI becomes aware that a member of the KCI community may have been subjected to or affected by discriminatory and/or harassing behavior, KCI will take prompt action, including a review of the matter, and if, necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by KCI, including any disciplinary penalty, will depend on the particular facts and circumstances involved. KCI will not tolerate discrimination of any kind based on the aforementioned legally protected characteristics. Any individual who interferes with the dignity of the other KCI course participants or their right to a peaceful learning environment while enrolled in a KCI course, or discriminates against or harasses any KCI teachers, other students, or other KCI staff members, will be removed, if necessary, from the program upon a thorough review of the situation and may be prevented from registering for future KCI courses.

Rev.10/30/2023

Notification

The Student Handbook is posted on the KCI Website, and the Director and the Program Administrator should place handbooks in administration offices so that students can reach it or email it to each student.